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7 July 1953

EYES ONLY

MEMORANDUM FOR: Inspector General

SUBJECT: Personnel Office

1. Reference is made to your memorandum of 1 July 1953 captioned as above.

2. The following statements are made in relation only to that portion of the Personnel Office with which WE Division has regular contact, i.e., PDC.

a. As a general rule, the service furnished WE by PDC has been satisfactory and no hesitancy exists in contacting PDC for support. However, it would be difficult for me to state whether the satisfactory service is a result of the close, cordial relations between officers in the Division and those of PDC, or is rather a reflection of good organization in PDC.

b. If any criticism can be made it would be that PDC seems overly organized. I fully realize that personnel relations are vital to the organization and that every effort should be made to insure that employees, particularly clerical, are properly placed and utilized. However, given the unorthodox (as opposed to routine civil service) work requirements in the DDP complex, some of the responsibilities of PDC seem to be carried out pro forma in deference to overall Personnel Office directives. I am referring specifically to follow-up interviews which appear unrealistic and fruitless unless the interviewing officer is thoroughly familiar with occupational practices in the various components of the Division. It would seem more profitable to have these interviews performed by divisional personnel officers with administrative guidance provided by PDC.

The same views can be applied to the PDC responsibility for interviewing all personnel returning from the field.

It must be stated in fairness to PDC, that they have tried to carry out these directives with a minimum of interference in the routine activities of the branches. The term "interference" is not used invidiously, but the conscientious application of ^{advised} directives levied on PDC by

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NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S ^{20 11}

AUTH: HR 70-2

DATE: 29/06/81 REVIEWER: 018995

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the Personnel Office would be ineffective, and to my mind, unrealistic.

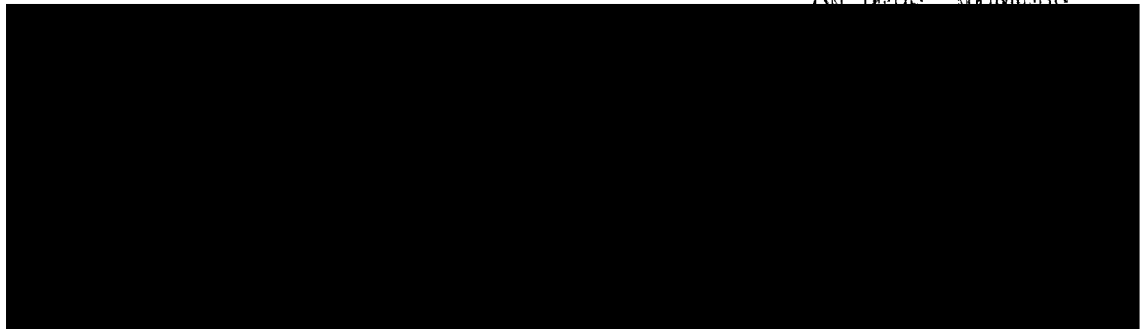
c. On the other side of the ledger, there are some features of PDC which are most helpful. I shall mention only the Central Processing Branch which is excellently run and cannot be too highly recommended.

3. Following is the list of individuals in WE Division who spend any portion of their time handling personnel matters:

25X1A

NAME	GRADE	TITLE	APPROX. % OF TIME ON PERM. MATTERS
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25X9



25X9

25X1A

Chief/WE

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